

PART I	DEPARTMENT OF PERSONNEL SERVICES	2.088
	STATE OF HAWAII	2.089
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Class Specifications
for the

MARINE CARGO SPECIALIST SERIES

Series Definition:

This series includes all classes of positions the duties of which are to determine and assign the berthing of vessels alongside wharves or piers for bunkering, repairing, official visits by government vessels and for the purpose of taking on or discharging cargo, and to control the movement and stowage of cargo on State wharves, piers and other harbors facilities.

Positions in this series are concerned with the efficient utilization of State wharves, piers and stowage areas. Responsibility is exercised relative to several assigned wharves, piers and stowage areas to assure the scheduled and safe berthing of seagoing vessels, the coordinated off-and-on loading of cargo, and the safe and secure movement and stowage of cargo on harbors property. Positions in this series coordinate operations with those of other agencies, such as United States Customs and Hawaii Plant Quarantine; enforce compliance with pertinent laws, rules and regulations, report irregularities and infractions, to Federal authorities and higher level harbors personnel, advise on safety practices and maintain records for billing of wharf age, demurrage and stowage charges and other purposes.

Class levels in this series are distinguished on the basis of the following factors:

1. Nature and Variety of Work.
2. Nature of Supervisory Control Exercised Over the Work.
3. Purpose and Nature of Person-to-Person Work Relationships.
4. Nature and Scope of Recommendations, Decisions, Commitments and Conclusions.
5. Nature and Extent of Supervisory Control Over the Work of Other Employees.
6. Knowledge and Abilities Required.

This is a change in title and an amendment to the class Marine Cargo Specialist I approved on September 5, 1969.

This is the first specification for the new class Chief Marine Cargo Specialist (2.089), which replaces the old class Marine Cargo Specialist II, approved on September 5, 1969.

DATE APPROVED: 4/30/71 /s/ David K. Luke Jr.
for JAMES H. TAKUSHI
Director of Personnel Services

MARINE CARGO SPECIALIST

2.088

Duties Summary:

Expedites and sees to the safe handling and smooth flow of cargo within pier areas by allocating and arranging space for incoming and outgoing cargo, checking loading, unloading and stowage activities for conformance with established requirements and standards, and directing and coordinating traffic movement to prevent undue congestion and delay; and performs other duties as required.

Distinguishing Characteristics:

This class involves responsibility for the day-to-day functions concerned with coordinating, controlling and assuring the expeditious and safe movement, handling and stowage of incoming and outgoing cargo within assigned harbors areas.

A position in this class works under the general supervision of a higher level specialist and within a framework of pertinent Federal and State laws, rules and regulations, and departmental policies.

Examples of Duties:

Checks ships' manifests to ascertain cargo space requirements for incoming ships; checks pier facilities for availability and adequacy of cargo space and notifies supervisor of the availability of berth assignment for each ship; oversees the loading and unloading operation of cargo and containers from commercial liners and freighters; enforces adherence to Federal

and State regulations on the handling and location of explosives and other dangerous cargo entering the harbor; enforces fire and safety regulations; checks for and reports on oil spillage; cooperates with representatives of Federal and State agencies such as Customs, Coast Guard, Quarantine Inspection, and others by seeing that cargo is unloaded and stored in the proper bays; reports all major damages to facilities; directs and coordinates cargo traffic movement within the assigned pier and stowage area in order to maintain an even flow of cargo and to keep the area free of congestion; maintain order within pier alerts harbor patrol units regarding the need for safeguarding cargo left on the pier for any extended period of time; collects charges and furnishes receipts for demurrage and registration fees; maintains records of activities carried on at piers, including ship movements, gross and net tonnages of ships and charges, wharf fees, etc.

Knowledge and Abilities Required:

Knowledge of: Ship-to-shore cargo loading and unloading practices and procedures; stowage requirements of various kinds of cargo; arithmetic.

Ability to: Understand and secure compliance with laws, rules and regulations pertaining to the handling and movement of cargo and other waterfront activities; understand general harbors operations and organization; maintain effective working relationships with stevedoring personnel, representatives of Federal and State agencies, representatives of shipping lines and others; keep records and prepare reports.

Plans, organizes and directs marine cargo and pier utility services operations; and performs other duties as required.

CHIEF MARINE CARGO SPECIALIST

2.089

Duties Summary:

Plans, organizes and directs marine cargo and pier utility services operations; and performs other duties as required.

Distinguishing Characteristics:

This class is distinguished by its immediate overall responsibility for marine cargo and pier utility services operations in the principal harbors district of the State. Pier utility services include the provision of fuel oil, water and electricity to commercial shipping. Operations are on a 7 days a week, 24-hours a day basis. General supervision is received.

Examples of Duties:

Receives information on ship movements and recommends berthing assignments; schedules, assigns, instructs and reviews the work of subordinate marine cargo specialists involved in expediting the safe handling and smooth flow of cargo movement within assigned pier areas; receives and reviews daily oral and/or written reports for propriety, completeness and accuracy and prepares and submits preliminary reports on berthing assignments, cargo stowage and utility services to the supervisor for review and approval; directs, coordinates and supervises utility services requested by user agencies for their ships by controlling and scheduling the use of fuel oil, water and electricity; maintains up-to-date charts and other visual displays, disseminating all pertinent information relating to berthing assignments and cargo requirements; evaluates subordinates' work performance; initiates billing charges to user agencies for services performed; performs the work of lower level marine cargo specialist as required.

Knowledge and Abilities Required:

Knowledge of: Ship-to-shore loading and unloading practices and procedures; stowage requirements of various kinds of cargo; arithmetic; general harbors operations and organization; principles and practices of supervision.

Ability to: Plan, organize and direct marine cargo and pier utility services operations; establish and maintain effective working relationships with stevedoring personnel representatives of Federal and State agencies, representatives of shipping lines and others; understand and secure compliance with pertinent rules, regulations and policies; prepare operational reports.